

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

June 2, 2011

SUBJECT: ARREST REPORT, FORM 05.02.00 - REVISED; ARREST REPORT PAGE OF THE LOS ANGELES CONSOLIDATED BOOKING FORM, FORM 05.01.02 - REVISED; ARREST REPORT FIELD NOTEBOOK DIVIDER, FORM 18.32.00 - REVISED; AND DEPARTMENT MANUAL SECTIONS 4/203.15, 4/216.14 AND 4/216.15 - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises the Arrest Report, Form 05.02.00, and the Arrest Report page of the Los Angeles Consolidated Booking Form, Form 05.01.02, to include boxes for the e-mail address and cell phone number of the involved person(s) in the "INVOLVED PERSONS" section of both forms. The number of items that can be listed in the "COMBINED EVID. RPT." section of the forms was reduced to two (2) items to allow modifications to the forms.

Additionally, this Order revises the Arrest Report Field Notebook Divider, Form 18.32.00, and amends Department Manual Sections 4/203.15, 4/216.14 and 4/216.15.

PROCEDURE:

I. ARREST REPORT, FORM 05.02.00 AND ARREST REPORT PAGE OF THE LOS ANGELES CONSOLIDATED BOOKING FORM, FORM 05.01.02 - REVISED. The Arrest Report, Form 05.02.00, and the Arrest Report page of the Los Angeles Consolidated Booking Form, Form 05.01.02, have been revised as follows:

- * Boxes for the e-mail address and cell phone number of the involved person(s) in the "INVOLVED PERSONS" section have been added; and,
- * Number of items that can be listed in the "COMBINED EVID. RPT." section of the forms has been reduced from three (3) items to only two (2) items.

The use, completion, and distribution of these forms remain unchanged.

II. ARREST REPORT FIELD NOTEBOOK DIVIDER, FORM 18.32.00 - REVISED. The Arrest Report Field Notebook Divider has been revised accordingly.

June 2, 2011

III. DEPARTMENT MANUAL SECTIONS 4/203.15, 4/216.14 AND 4/216.15 - REVISED. Department Manual Sections 4/203.15, *Combined Reporting*; 4/216.14, *Crime Reported on Arrest Report*; and, 4/216.15, *Evidence Report Combined with Arrest Report*, have been revised accordingly.

FORMS AVAILABILITY: The revised Arrest Report page of the Los Angeles Police Department Consolidated Booking Form is available for ordering from the Department of General Services, Distribution Center. The previous version of this form is still valid and can be used until the current stock is depleted.

The revised Arrest Report and the revised Arrest Report Field Notebook Divider are available in LAPD E-Forms on the Department's Local Area Network (LAN) and in the "Form Use Link" in Volume V of the Department Manual.

AMENDMENTS: This Order amends Sections 4/203.15, 4/216.14 and 4/216.15 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

DISTRIBUTION "D"